



STATE
OF
GEORGIA

Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

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1. Application Date 4/17/75	INSTRUCTIONS See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No. DHR-DPH-41		Date Received MAY - 2 1975	Application No. 75-113 Date Completed MAY 19 1975
3. Department of Human Resources Division of Physical Health Director's Office- Office of Local Affairs 47 Trinity Ave., Rm. 521-H Atlanta, Ga. 30334		4. Person to Contact Thomas Gibson Betty Richardson	
		5. Working Title Health Administrator	6. Tel. No. 656-4667

7. ACTION REQUESTED

☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series 1950-Present	9. Exact Series Title Local Affairs Health District Service Files
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10. What is the function of the office in which this record series is created?

The Division of Physical Health is responsible for the administration, direction and coordination of the Physical Health programs throughout the State. Included are: the establishment of health standards for business, housing, field operations and hospitals; the improvement of the physical and dental health of adults and children; the diagnosis and control of diseases; the supervision of construction and licensure of health facilities; and the daily State-wide program of registration, statistical coding, certification and preservation of the births, marriages, divorces and annulments of marriage, and deaths that occur each year in the State.

Local Affairs has the responsibility to participate in planning and evaluation to ensure more effective and economical delivery of services; to coordinate District and State efforts to avoid duplication and eliminate misunderstanding; function as liaison between Division, Area, District and Community; and for providing guidance in implementation of Health Access Stations Services.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to planning and evaluating the Health District concept and to coordinating the economical delivery of services from the State level to the local level through the Health Districts.

Included, but not limited to, are district program plans and evaluations, ^{material relating to} program goals and problem areas, maps describing boundaries of health districts, correspondence relating to health district program implementation, and related documents.

Files are arranged alphabetically by subject.

ATTACH SAMPLES OF THE FILE

EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers Cu. Ft. of Records			
Letter-size File Drawers				2		3	
Legal-size File Drawers			Floor Space Occupied (Square Feet)	7		In Office(s) In Storage Area(s)	
10 Boxes		10		This Year's	Last Year's	Preceding Year's	All Prior Years
			AVERAGE DAILY REFERENCES	1	1	1	1

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

- | | YES | NO |
|---|-----|-----|
| 13. Is this the Record Copy of the series? | [x] | [] |
| 14. Is there a duplication of this series in another office or agency?
Health Districts maintain material applicable to their districts. | [x] | [] |
| 15. Is the information contained in this series ever summarized or published?
Attach copy of summary or publication. | [] | [x] |
| 16. Does the series contain classified information requiring security handling? | [] | [x] |
| 17. Does the series initiate, amend or terminate agency policies and procedures? | [] | [x] |
| 18. Could the function be performed if the files were lost or destroyed? | [x] | [] |
| 19. Is the series (or major portion of it) regularly microfilmed? If yes, why? | [] | [x] |
| 20. Does the record series provide data as input to an EDP file? | [] | [x] |
| 21. Does the record series contain documentation produced as EDP printout? | [] | [x] |
| 22. Has the Federal Government issued instructions governing the retention/disposition of these files? | [] | [x] |
| 23. Will there be a need for these records 10, 15 years from now? If yes, what? | [] | [x] |

24. **REQUIREMENTS.** The following requires the files to be kept permanent years:

- a. [] STATE LAW b. [] STATUTE OF LIMITATION c. [] AUDIT PERIOD d. [] FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☒ HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

Archives personnel have evaluated file series and feel that these records should be retired to State Archives.

25. **AGENCY RECOMMENDATIONS.** This agency recommends that the file series be cut off at the end of each -[x] CALENDAR YEAR -[] FISCAL YEAR -[] OTHER _____, then:

- [x] Hold in the current files area _____ month(s)/ 1 year(s):
 [] Transfer to [] State Records Center [] Local Holding Area; hold _____ year(s):
 [] Destroy.
☒ Transfer to State Archives for permanent retention.
 [] Destroy immediately after cut-off.
 [] Other: (Specify)

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>[Signature]</i>	4/17/75		
26. Recommendations in paragraph 25 are:	Agency Head/Designee <input checked="" type="checkbox"/> Approved [] Disapproved	<i>[Signature]</i>	4/15/75
	State Auditor/Designee [] Approved [] Disapproved	<i>[Signature]</i>	5-15-75
	Secretary of State/Designee <input checked="" type="checkbox"/> Approved [] Disapproved	<i>[Signature]</i>	May 14, 75
	Attorney General/Designee <input checked="" type="checkbox"/> Approved [] Disapproved	<i>[Signature]</i>	5-15-75

STATE RECORDS
COMMITTEE